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SFAE-CM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Thesis Database for Acquisition Research Topics


The purpose of this memorandum is to follow-up on a previous memorandum, March 24, 2004, subject: Webpage for Thesis Statement Topics. The U.S. Army Acquisition Support Center would like to inform all Program Executive Offices, Acquisition Commands, U.S. Army Materiel Command, and the Assistant Secretary of the Army (Acquisition, Logistics and Technology) that the thesis database is now operational. Therefore, the aforementioned organizations may begin to add research topics to the database. Also, this office requests that each organization inform their community that this database is available for use.

It is important that each of you input your research topics now. Since our civilian *and military students have already begun school, they will be looking for research topics.* Therefore, this is an excellent opportunity to undertake an acquisition research project that could benefit the acquisition community.

Research topics may be added to the database by accessing the Acquisition Lessons Learned Management System (ALLMS) website at https://apps.altess.army.mil/allms/. Once you access this website, you must first register, and then you will be notified via e-mail when your registration is approved by ALLMS. Enclosed are the research topics module instructions, but if more details are required, please refer to the ALLMS User Guide, which is located on the thesis website.

If you have any problems or questions with accessibility, contact Ms. Betisa Brown, commercial (703) 805-2441; DSN 655-2441; or e-mail: betisa.brown@us.army.mil. The point of contact regarding the database requirements is Ms. Wanda Meisner, commercial (703) 805-1235; DSN 655-1235; or e-mail: wanda.meisner@us.army.mil.


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Enclosure

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# Research Topics Module Instructions

Each PEO must identify a POC in charge of managing research topics. POCs are responsible for assuring that research topics are submitted to the database.

2. Each PEO must identify an SME for each research topic submitted to the ALLMS Thesis Database.

3. Each PEO POC and topic SME who does not have a CAPPMIS user ID and password, must register with ALLMS:
   a. Go to https://apps.altess.army.mil/allms/
   b. Click on "Register."
   c. Fill in all required fields marked by "*".
   d. On the right side column, check the box "Thesis Topic Organization POC" if you are a PEO POC and "Thesis Topic SME" if you are a topic SME.
   e. Click "Submit." A screen will appear with a list of passwords.
   f. Select a password and click "Submit"
   g. Upon approval of your registration, you will receive a status change e-mail indicating the status of your registration. This will take approximately 24 hours.

   Note: If you are a CAPPMIS user and wish to log in with your CAPPMIS user ID and password, log in to ALLMS and then click on "Profile Update" to change your role from "General User" to "PEO POC," "SME" or "Mentor." Once you submit your updated profile, your status in ALLMS will change to "Pending" until an ALLMS Analyst has approved your profile update. You will be notified via an email of your status change.

4. Entering Organization information (Only PEO POCs will be able to enter/modify their respective Organization information):
   a. Upon approval of your registration or profile update, go to https://apps.altess.army.mil/allms/
   b. Click on "Login".
   c. Log in with your user ID and password.
   d. Click on "Thesis Topics DB."
   e. Click on "Organizations."
   f. Find your organization on the list and click on its name. This will take you to an empty template containing only your organization's name. It is up to the POCs to populate their organization's screen:
      i. Click on "Edit."
      ii. Fill in all the information.
      iii. Click "Save."

5. Entering research topics (PEO POCs and SMEs can enter thesis topics):
   a. Upon approval of your registration/ profile update, go to https://apps.altess.army.mil/allms/
   b. Click on "Login."
   c. Log in with your user ID.
   d. Click on "Thesis Topics."

e. Click on "Create New Topic" on the top left corner of the topics list.
f. Fill in all fields.
g. Select a SME from the drop-down menu. If the drop-down menu is empty, add an SME:
   i. Click on "Add A SME" and fill out all necessary fields accordingly and click on "Add A SME."
   ii. The newly added SME will show up in the drop-down menu.
   iii. Select the SME from the drop-down menu.
   iv. Click "Save."
h. If you also have a Mentor for a given topic, a Mentor can be added in the same manner as adding a SME.

## Definitions:

**Mentor** – A mentor is an individual who will provide guidance to the acquisition workforce member in writing a thesis on a specific topic. A mentor will be assigned per topic, however, the SME and the mentor may be one and the same. Mentors may or may not register on ALLMS. Mentors privileges are the same as those of the General User.

**SME** – Subject Matter Expert: A SME is an individual who possesses a high level of knowledge on one or more research topics. A SME:
- May be a government employee or non-government, such as a professor at a university.
- Will be able to add, delete, or modify research topics-related information on the Thesis Database portion of ALLMS.
- Will *not* be able to modify any *organizational* information on the Thesis Database portion of ALLMS.

**POC**- Point of Contact: A POC is a DoD civilian, DoD contractor, or military personnel assigned to an organization for the purpose of managing the addition, deletion, and modification of that organization's research topics. A POC:
- Provides a single point of interface with the ALLMS administrator (Analyst).
- Will be able to add, delete, or modify thesis topics-related information on the Thesis Database portion of ALLMS.
- Will be able to modify any organizational information on the Thesis Database portion of ALLMS.
- Will not be able to create or delete an organization. The ALLMS administrator will do this.

**General User** – A general user comes from the acquisition workforce who browses and selects topics from the database.

**Sub-organization** – A sub-organization is defined as divisions or groups under the umbrella of the main organization. For instance, ASC's multiple divisions will be listed as sub-organizations on the thesis database. This is done in this manner since each sub-organization will likely have its own topics of interest with respective POCs and SMEs.